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ABSTRACT

This book was written for anyone in an educational setting who wants to deliver presentations to support transforming changes. The first chapter provides background for how to present when the intent is to transform. The two dominant staff-development tasks are the modification of the culture of the workplace and the modification of the teachers' capacity to modify themselves. Ideally the listener becomes an inquirer and collaborator. Presentations should provide activities, create emotional engagement, offer content, and allow the audience to achieve mastery of the content. Then new dispositions, capacities, and ideals are developed. There are four subaudiences: professors, scientists, friends, and inventors. In ascending order the presenter wants to transform the listeners' behaviors, capabilities, beliefs, and identities. The presenter should customize to the audience, provide suspense or drama, and never forget that food can reinforce behavior. One should validate the difficulty of change and never show disrespect for the previous model. Chapter 2 reveals how to design effective presentations, including seating and the use of music. Before accepting an engagement, a presenter should ask certain questions of various stakeholders of the presentation. Design should be based on content and processing of content. The seven purposes of content are given, but it is emphasized that the presentation should never be content alone. Ways the audience can process content are delineated, especially the current concepts of constructivism and sociocentricism. Chapter 3 explains how to deliver effective presentations through focus, energizing the audience, and establishing rapport. The reader learns how to deal with post-lunch lethargy, how to respond to negative comments from the audience, and exactly how to use body language and voice. Triple-track presentation is explained. Closings and evaluations are considered. Chapter 4 tells how to add heart and punch through stories. This chapter describes how metaphor can be used, how the right and left sides of the brain can be engaged by stories, and how to select from five story purposes. Chapter 5 is the guide's key to special situations and resources. It tells how to use props and how to set the stage for a presentation. The causes of and cures for nervousness are addressed. How to deal with resistance or even rebellion in the audience is revealed. The ease with which a speaker can be unconsciously offensive is illustrated. Finally, tips are

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given on how to present with another speaker. (Contains 125 references.) (RKJ)

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